

Claim for Unpaid Compensation of Deceased Member of the Uniformed Services (SF 1174) Process: Ensuring the SF 1174 is completed for all beneficiaries listed on the DD Form 93

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Determine if SF 1174 is necessary?	<p>Casualty Assistance Officer (CAO) determines if it is necessary for beneficiary to complete SF 1174 (Claim for Unpaid Compensation of Deceased Member of the Uniformed Services).</p> <p>Beneficiary must complete SF 1174 if the following applied to the casualty:</p> <ul style="list-style-type: none"> - Savings and Deposit Program (SDP) account - Unpaid Pay and Allowances (UPPA) - Accrued Leave - Unpaid Reenlistment Bonuses <p>A separate SF 1174 must be completed for each beneficiary listed on DD Form 93 (Record of Emergency Data), block 12A.</p>		DD Form 93 SF 1174		<p>To determine if the casualty had a SDP account, the CAO contacts Defense Finance and Accounting Service-Cleveland (DFAS-CL) via email or telephone.</p> <p>UPPA include:</p> <ul style="list-style-type: none"> - 365 days of Basic Allowance for Housing (BAH) - Unpaid leave, unpaid partial month base pay - Unpaid bonuses - Reimbursement for incidentals
2	Complete SF 1174	Designated beneficiary(ies) completes SF 1174 (Claim for Unpaid Compensation of Deceased Member of the Uniformed Services) with assistance from CAO. After completing SF 1174, two people who know the beneficiary must witness them signing the form.		SF 1174		
3	Send SF 1174	Once complete, CAO sends SF 1174 (Claim for Unpaid Compensation of Deceased Member of the Uniformed Services) to Casualty Assistance Center (CAC) via email or fax.		SF 1174		

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4	Receive SF 1174	CAC receives SF 1174 (Claim for Unpaid Compensation of Deceased Member of the Uniformed Services) from CAO via email or fax.		SF 1174		